

Training Strategic Level Working Group
Communications Subcommittee
June 1, 2004 12 noon (ET)
Meeting Notes

Meeting Date	June 1, 2004 12 noon (ET)
Attendees:	<p>Facilitator: Caitlin O'Brien, Booz Allen</p> <p>Participants: Univ of Iowa – Holden: Todd Scheetz, PhD UPMC: Michael Becich, M.D., PhD NCI: LaTonya Kittles, Lynette Grouse</p> <p>Booz Allen: Theo Wills</p>
Agenda	<p>Due to schedule conflicts and lack of participation in today's teleconference an abbreviated meeting was held.</p> <ul style="list-style-type: none"> ▪ Review of Mission Statement ▪ Review of proposed toolkit checklist ▪ Update on general audience presentation ▪ Other Issues and Concerns
1. Review of Mission Statement	Mike Becich will email comments to Cait Cusack.
2. Review of Proposed Toolkit Checklist	<p>2. Review of proposed toolkit checklist</p> <p>The following additions to the toolkit were suggested.</p> <ul style="list-style-type: none"> ▪ Weekly Program Update ▪ What's BIG archive ▪ Inventory of existing tools <p>Additional suggestions for the toolkit should be emailed to Cait Cusack.</p> <p>LaTonya Kittles and Cait Cusack will compile a zip file of current promotional materials and email to subcommittee members. It is important that members provide a comprehensive and frank review, as well as suggest</p>

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	other items for inclusion
3. Update on General Audience Presentation	<p>Lynette Grouse is developing a packet of caBIG overview materials. She is in the process of reviewing caBIG program overview slides that are posted to the website. The need for a presentation targeted to a scientific audience was identified. She will use Ed Quick's presentation to help identify topics relevant to this group.</p> <p>Next week Lynette Grouse will provide the caBIG Project Overview slides to the subcommittee for review. Her next presentation will focus on caBIG deliverables.</p>
4. Other Issues and Concerns	<p>4. Other Issues and Concerns</p> <p>Webcast Feedback – The caDSR Webcast material was very introductory for the audience. Information provided was too high level. The audience needs a more technical presentation. The intent may be for each session to build on each other and get more technical later.</p> <p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> ▪ Discuss list of scientific groups who may benefit from a caBIG presentation. ▪ Webcast feedback ▪ caBIG Project overview presentation slides <p>Review caBIG meeting schedule to minimize meeting conflicts as much as possible.</p>
5. Confirmation of Next Meeting	Our next meeting will take place June 14, 2004 at 12 noon (ET)
Action Items:	

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	Individual Responsible	Action Item	Due Date	Notes
	Cait Cusack, LaTonya Kittles	Send zip file of current promotional materials to subcommittee	6/10/04	
	Subcommittee Members	Review toolkit and provide feedback	6/14/04	
	Cait Cusack	Review caBIG meeting schedule to determine if overlaps can be avoided	6/4/04	<i>The conflict for this meeting arose because the day was changed due to the holiday. As was done with this change, date changes will be sent to the group for approval prior to the change being made, in order to avoid as many conflicts as possible. There is no conflict in our regular Monday timeslot.</i>